

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2009-10**

Department: INFORMATION TECHNOLOGY  
(00240)  
Function: General  
Activity: Other General  
Fund: General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2007-08</u>	<u>BOARD APPROVED EXPENDITURES 2008-09</u>	<u>DEPARTMENT REQUEST 2009-10</u>	<u>CAO RECOMMENDATION 2009-10</u>
<b><u>SALARIES &amp; EMPLOYEE BENEFITS</u></b>				
710102 Permanent Salaries	1,052,912	1,260,000	1,253,000	1,253,000
710103 Extra Help	35,032	0	0	0
710105 Overtime	4,505	2,100	3,200	2,100
710106 Stand-By	19,344	20,000	20,000	20,000
710200 Retirement	222,763	318,500	313,000	313,000
710300 Health Insurance	110,971	132,500	111,200	111,200
710400 Workers' Compensation Insurance	29,483	22,398	28,437	28,437
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,475,010</b>	<b>1,755,498</b>	<b>1,728,837</b>	<b>1,727,737</b>
<b><u>SERVICES &amp; SUPPLIES</u></b>				
720300 Communications	207,890	192,088	172,288	136,512
720305 Microwave Radio Services	0	0	0	35,788
720600 Insurance	9,415	49,422	32,609	32,609
720800 Maintenance - Equipment	94,131	89,000	172,500	129,300
721300 Office Expense	19,931	10,000	6,100	8,600
721400 Professional & Specialized Services	719,561	455,013	397,000	399,000
721600 Rents & Leases - Equipment	3,487	4,350	2,950	2,950
721900 Special Departmental Expense	26,562	50,000	50,000	25,000
722000 Transportation & Travel	27,662	40,000	54,000	40,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>1,108,639</b>	<b>889,873</b>	<b>887,447</b>	<b>809,759</b>

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<b><u>FIXED ASSETS</u></b>				
740300 Equipment	335,958	350,000	159,800	192,250
TOTAL FIXED ASSETS	335,958	350,000	159,800	192,250
 TOTAL - INFORMATION TECHNOLOGY	 2,919,607	 2,995,371	 2,776,084	 2,729,746
Intrafund Transfer	(238,136)	(289,199)	(273,754)	(273,754)
GRAND TOTAL - INFORMATION TECHNOLOGY	2,681,471	2,706,172	2,502,330	2,455,992

COMMENTS

The Information Technology Department provides services for the planning, design, acquisition, implementation and maintenance of information technology projects, and the maintenance and protection of all County information stored in electronic format. This involves end user support on both hardware and software, as well as project management on strategic IT initiatives. The mission of the IT Department is to be a customer service based team that advances the County's delivery of cost effective and innovative public services, through coordinated application of technology planning, services, education and security.

DEPARTMENT WORKLOAD

The Department's anticipated projects for 2009-10 include:

- Increase and improve Mobile Workforce Initiatives;
- Enhance network security through additional auditing tools and business continuity targeted storage solutions;
- Development of County Intranet site used to disseminate critical information to County employees;
- Engaging the private sector on GIS enhancements;
- Expand Telecommunications automation and integration with data network;
- Implementation of ISF for the implementation and support of County Microwave System infrastructure;
- Finalization of disparate network integration efforts among County agencies.

DEPARTMENT WORK PROGRAM

	Actual to Date <u>2008-09</u>	Anticipated <u>2009-10</u>
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1,450	1,450
Support for Help Desk	5,000	5,000
Supported and maintained Servers	85	85
Supported Wide Area Network (locations)	35	40
Ordered, configured & installed networked computers	200	325
Ordered, configured & installed peripheral devices	40	68
Implemented Major Projects	25	63
Administer Video Conferencing System (sites)	14	14
Administer the Enterprise Backup/Restore Process for 35 Departments	35	35

REVENUE

Charging a weighted labor cost to user Departments will partially offset the cost of the Department staff with outside revenue sources.

	Actual <u>2007-08</u>	Estimated <u>2008-09</u>	Projected <u>2009-10</u>
Computer Services	\$19,761	\$12,000	\$12,000

STAFFING

The staffing shown below reflects the total number of personnel directly allocated to the Department and also under the supervisory control of this Department.

<u>Permanent</u>	<u>2008-09 Authorized</u>	<u>2009-10 Request &amp; Recommend</u>
<u>Information Technology</u>		
Administrative Assistant	1	1
Database Administrator	1	1
Desktop Support Technician I, II, or Network Engineer I, II	2	2
Director of Information Technology	1	1
Information Systems Supervisor, or Information Technology Manager	1	1
Information Technology Systems Analyst I, or Information Technology Systems Analyst II	5	5
Office Assistant I/II	1	1
Network Engineer I, II, or Desktop Support Technician I or II	6	5*
Senior Information Technology Analyst, or Information Systems Supervisor	2	3
Senior Network Engineer	<u>1</u>	<u>1</u>
Sub-Total	21	21
 <u>Department of Social Services</u>		
Information System Analyst I, II	1	1
Information Systems Supervisor	<u>1</u>	<u>1</u>
Sub-Total	2	2
 TOTAL PERMANENT STAFF	23	23

\* One (1) Network Engineer is funded from the Recorder's Modernization Fund to support the information technology requirements of the County Clerk-Recorder's Office, one-half Network Engineer is through Child Support, and one-half of a Network Engineer is funded through the Health Department.

STAFFING (continued)

The following vacant positions are not recommended to be funded for 2009-10, with an estimated savings to the General Fund as noted below;

<u>Position</u>	<u>Estimated Salary &amp; Employee Benefit Savings for 12 Months</u>
Information Tech Systems Analyst I	\$ 67,306
Network Engineer I	<u>71,000</u>
Total Est 12-Month Savings	\$138,306

SALARIES & EMPLOYEE BENEFITS

- 710102     Permanent Salaries are recommended at \$1,253,000 based on current staffing level. \$174,920 will be offset by revenue derived from the Recorder's Modernization Fund (\$65,100) and charges to subvented departments (\$109,820).
- 710105     Overtime is recommended at \$2,100 to cover hours when it is necessary to work after hours to repair computer and system malfunctions.
- 710106     Stand-By is recommended at \$20,000 to provide call-out support for 24 - 7 operations using network installations such as the Sheriff's Department, Department of Corrections, Juvenile Hall and Boot Camp.
- 710200     Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300     Health Insurance is based on the employer's share of health insurance premiums.
- 710400     Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 Communications is recommended at \$136,512 based on anticipated telecommunications usage. This account provides funding for the Department's on-going telephone and fax needs (\$2,500); monthly charges for 19 cell phone and 3 wireless devices (\$12,000); operating cost of the Wide Area Network (\$99,012), which will be offset by subvented Departments in the amount of \$66,705; cost for the telecommunications lines for the 12 video conference units provided with grant funds from the San Joaquin Air Pollution District (11 units) and from CSAC (1 unit) (\$15,000), and the Government Center phone line circuits (\$8,000).
- 720305 Microwave Radio Services is recommended at \$35,788, which represents the Department's contribution to the Internal Service Fund for 2009-10 based on the number of radios in this Department utilizing the County's microwave radio network.
- 720600 Insurance contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 Maintenance - Equipment is recommended at \$129,300. This account provides funds for the repair of computers and diagnostic equipment (\$16,500); the maintenance of the Wide-Area Network equipment (\$91,500), Storage Area Network switches (\$1,800), and Network Attached Storage (\$19,500) located at the Road 28 campus and RMA. Subvented departments will offset these costs in the amount of \$37,720.
- 721300 Office Expense is recommended at \$8,600. This account includes office supplies and copying costs (\$4,000), Backup Tapes (\$1,250) Domain Registration (\$500) and Zoomerang Survey Tool Subscription (\$350). For 2009-10, the purchase of 8 - Backup Power for Servers ( R) (\$2,500) is recommended to replace battery backup systems.

SERVICES & SUPPLIES (continued)

- 721400 Professional & Specialized Services is recommended to be funded at \$399,000 and will be offset by subvented Departments in the amount of \$59,509. This account will provide funds for the following:
- (\$ 18,000) Annual maintenance fee of the County Website
  - (\$ 10,000) Anticipated consulting fees for wide-area network equipment configuration and maintenance issues
  - (\$ 25,000) Anticipated continued need for outside professional support of the County's local and wide area networks
  - (\$ 50,000) Contractual services for GIS support
  - (\$ 50,000) Upgrade to Microsoft E-Mail Exchange. The current release is no longer supported by Microsoft. \$30,000 is for Microsoft assistance in the upgrade, and \$20,000 for purchase of the upgrade packets.
  - (\$ 5,000) Help Desk software annual fee
  - (\$ 12,000) Anti-Virus software updates annual fee
  - (\$ 20,500) Annual Backup Software maintenance fee (Commvault)
  - (\$ 20,000) Arc View Licenses which allow the using departments to access GIS tools. The using Departments are primarily RMA Planning, RMA Environmental Health, Agricultural Commissioner, and Assessor's Office.
  - (\$ 500) System Tool Software (Hyena) which manages the active directory for all PC's
  - (\$ 22,000) Laserfiche Software System maintenance and upgrades. This program is used by the Board Clerk's Office for the archiving of Board Agendas and Minutes. Added for 2006 was the Assessor's Office, Human Resources, Information Technology, RMA, and Sheriff's Department.
  - (\$ 8,000) Mimosa Maintenance Electronic Mail Archiving to allow email to be archived after 90 days.
  - (\$ 2,500) Corporate Modeling, business process analysis software
  - (\$ 2,000) Adobe Online subscription which will allow the development of interactive forms for the County website.
  - (\$ 7,500) Streaming Video Maintenance and Upgrades. This is primarily for the on-line video capability of the Board of Supervisors. In addition the enhancement of the software will allow the ability to have video training on the Intranet.
  - (\$ 8,000) Operating System Upgrades. This will provide upgrades for eight (8) replacement Servers. (See Fixed Assets)
  - (\$ 3,300) Network Management Systems Upgrades. This upgrade will allow the monitoring of the entire county network system.
  - (\$ 32,000) GIS Arcinfo and Arc Editor Licenses. Will be used primarily by personnel in IT, RMA and Assessor Offices. Provides license version upgrades.



SERVICES & SUPPLIES (continued)721400      Professional & Specialized Services (continued)

- (\$ 4,000) Microsoft Licensing for new PC's. The Enterprise agreement with Microsoft was discontinued for 2008-09 at a savings of \$145,000 a year.
- (\$ 500) Crystal Reports Licensing which is a dynamic report writing software for IFAS and Megabyte Systems.
- (\$ 2,000) SSL Certificate Renewal. Offsite remote access to County servers for email access requires an encryption certification.
- (\$ 1,000) Annual maintenance for SQL Server Maintenance Suite which is a data extraction tool for IFAS and Megabyte.
- (\$ 2,000) RSA annual license renewal. This is the annual cost to maintain key fobs for access to secure sites.
- (\$ 74,000) Maintenance and software for the Criminal Justice System.
- (\$ 8,000) GFI Network Manager which generates network vulnerability scans and log consolidation software.
- (\$ 1,200) Network Inventory Tool. Software to enable countywide PC inventory and determine if any software is being used without the necessary licenses.
- (\$ 10,000) Cisco Works Upgrade for existing Cisco Works management software for all Cisco routers/switches.

Under this account, Information Technology will not be authorized to increase the level of Professional and Specialized services unless the necessary fund transfers have been authorized.

- 721600      Rents & Leases - Equipment is recommended at \$2,950. This account includes payment for a rental vehicle from Central Garage (\$500), the estimated cost for the rental of a copy machine (\$2,400), and a pager (\$50).
- 721900      Special Departmental Expense is recommended at \$25,000. This account is recommended as source of funding to provide miscellaneous equipment; such as racks, cables, hard drives and ancillary equipment needed during system upgrades and system implementation. This account will also provide funding for necessary network security upgrades. Funds would be transferred from this account to the appropriate line item approved by the Administrative Office or the Board of Supervisors.
- 722000      Transportation & Travel account is recommended at \$40,000. This account will provide funds for out-of-County travel and training for staff (\$30,000), funds to reimburse employees for use of their private vehicles (\$10,000).

FIXED ASSETS

The following fixed assets are recommended to be purchased for the Information Technology Systems Department:

- 8 Servers ( R) (\$95,000) for replacement during 2008-09. In 2004-05 the Board of Supervisors approved a four (4) year replacement cycle for critical servers. The requested and recommended servers will allow Information Technology to be proactive in server replacement to maintain a stable County computer network.
- 2 Exchange Server Upgrades ( R) (\$15,000) are required due to Microsoft Email Exchange upgrade requirements.
- 1 Blackberry Exchange Server (N) (\$3,250) The cost of the exchange server is \$6,500. Based on a conservative estimate of us, it is recommended that RMA Road Department share in half the cost, or \$3,250.
- 1 Physical Intrusion Detection Network Closet (N) \$3,500. This provides a monitoring of temperature, humidity and video monitoring of entrants into Network Rooms. This purchase would be for the RMA facility.
- 1 Physical Intrusion Detection Network Closet (N) \$3,500 to maintain adequate physical network security in critical network closets.
- 1 Mimosa E-Mail System Storage Upgrade (N) \$12,500. This will provide a storage upgrade for E-Mail storage which is now averaging 400 gigabytes a year.
- 1 Data Backup System Upgrade (N) (\$23,000) Disk to disk backup storage required for general growth in network data.
- 1 Large Format Monitor (N) (\$1,500) Large format Monitor will be able to model the County network on one screen. Currently network staff use multiple screens to watch and maintain the County network.

COMPUTERS, RELATED EQUIPMENT AND SOFTWARE

It is recommended that \$35,000 be appropriated for the purchase of various computer equipment and programs. General Fund Departments have requested authorization to purchase various computer equipment and programs that will replace existing data processing capabilities. Each year the Department of Social Services has transferred to surplus at least seventy-five (75) computers to surplus as part of their scheduled replacement rotation. Information Technology upgrades these computers and re-assigns them to other departments, saving the cost of new computers. It is recommended that the following requests be referred to Information Technology to review and prioritize the requests. The following is a brief description of the Department's request:

District Attorney ( R) (\$6,510)

The Department is requesting the replacement of three (3) computers and three (3) printers

Revenue Services ( R) (\$13,770)

The Department is requesting six (6) computers be upgraded by replacement.

Auditor-Controller's Office ( R) (\$23,250)

The Department is requesting the replacement of 15 computers.

Board of Supervisors ( R) (\$21,500)

The Department is requesting twenty-six (26) desktop computers.

Assessor ( R) (\$30,800)

The Department is requesting replacement of 20 PC's (\$29,000) and one Laser Printer (\$1,800)

Treasurer-Tax Collector ( R) (\$17,751)

The Department is requesting replacement of sixteen (16) computers, a laser printer and a scanner

Probation ( R) (\$15,000)

The Department is requesting the replacement of fifteen (15) computers

Veteran's Service Office ( R) (\$1,000)

The Department is requesting the replacement of two (2) personal laser printers.

COMPUTERS, RELATED EQUIPMENT AND SOFTWARE (continued)

RMA Grounds Maintenance ( R) (\$750)

The Department is requesting a computer be replaced.

RMA Planning ( R) (\$2,500)

The Department is requesting that one (1) computer be replaced.

INTRAFUND TRANSFER

\$273,754 of expense in this budget will be offset by charges to the listed accounts in the following subvented Departments:

<u>Department</u>	<u>Communications</u>	<u>Maintenance Equipment</u>	<u>Software Maintenance IT Staffing</u>	<u>Total</u>
Child Support	\$ 5,959	\$ 4,112	\$40,015	\$ 50,086
Social Services	31,610	19,748	57,226	108,584
Behavioral Health	14,533	7,743	13,270	35,546
Public Health	8,720	4,646	51,827	65,193
RMA-Road	5,883	1,471	6,991	<u>14,345</u>
TOTAL INTRAFUND TRANSFER				\$273,754